

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF REGISTRATION OF NURSING HOME ADMINISTRATORS**

**250 Washington Street**

**Boston, MA 02108**

**Friday, August 22, 2025**

**VIA Zoom Meetings**

**10:00 AM**

**GENERAL SESSION BOARD MEETING MINUTES**

**(OPEN SESSION)**

**BOARD MEMEBERS**

**PRESENT:**

Mr. Patrick J. Stapleton, N.H.A | Board Chair  
Ms. Kahoney Anderson, N.H.A | Vice Chair  
Mr. Scott Brewer | Nursing Home Administrator 4  
Mr. Stephen Davis | Department of Public Health  
Mr. Renato de Leon | Nursing Home Administrator 2  
Mr. Babacar Diop | Nursing Home Administrator 3  
Ms. Carolyn Fenn | Executive Office of Elder Affairs  
Sister Jacquelyn McCarthy, N.H.A. | RN  
Mr. James Lomastro, Ph. D | Educator | Board Secretary  
Mr. Pavel Terpelets | Office of Long-Term Services and Supports

**BOARD MEMEBERS**

**NOT PRESENT:**

Dr. Malvika Varma, MD | Physician

**STAFF PRESENT:**

Ms. Kayla Mikalauskis | Executive Director, Multi-Boards 2  
Ms. Judith Bromley | Board Counsel, DPH  
Ms. Lauren McShane | Chief Board Investigator, DPH

**I. CALL TO ORDER | DETERMINATION OF QUORUM**

At 10:04 AM Mr. Patrick Stapleton, Board Chair, called the meeting to order and requested that Ms. Kayla Mikalauskis facilitate today's board meeting. Ms. Mikalauskis agreed and reminded the board members that the meeting was being recorded and asked for a roll call vote to determine quorum. Roll call as follows: Ms. Kahoney Anderson: present; Mr. Scott Brewer: present; Mr. Renato de Leon: present; Mr. Babacar Diop: present; Ms. Carolyn Fenn: present; Mr. James Lomastro: present; Sister Jacquelyn McCarthy: present; Mr. Patrick Stapleton: present; Mr. Pavel Terpelets: present.  
Absent: Mr. Stephen Davis, Dr. Malvika Varma.

**II. APPROVAL OF GENERAL SESSION AGENDA**

**Discussion:** The Board reviewed the August 22, 2025, General Session Agenda.

**Action:**

Motion to approve the agenda as written was made by Mr. Patrick Stapleton, seconded by Mr. James Lomastro, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes.  
Absent: Mr. Stephen Davis, Dr. Malvika Varma.

**Document:** August 22, 2025, General Session Agenda

**III. APPROVAL OF MINUTES**

**Discussion:** The Board reviewed the drafted July 18, 2025, General Session Minutes.

**Action:**

Motion to approve the minutes as written was made by Mr. Patrick Stapleton, seconded by Ms. Carolyn Fenn, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes.  
Absent: Mr. Stephen Davis, Dr. Malvika Varma.

**Document:** July 18, 2025, General Session Minutes

**IV. ADMINISTRATOR IN TRAINING**

A. NHTNE10000141, Jennifer Simonds

**Discussion:** Ms. Mikalauski stated the applicant is requesting a 3-month time waiver off of her Administrator-in-Training program due to her 8 years of experience working as a Director of Nursing in a skilled Long-Term Care facility.

Mr. Stapleton stated the Board's precedent for the maximum amount of time waived for an Administrator-in-Training program is set at 80-hours.

*At 10:07 AM Mr. Stephen Davis joined the meeting.*

**Action:**

Motion to approve the Administrator-in-Training 80-hour time waiver was made by Mr. Patrick Stapleton, seconded by Mr. Renato de Leon, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes.  
Absent: Dr. Malvika Varma.

**VI. FLEX SESSION**

**Discussion:** Ms. Mikalauskis asked for attendance at the next board meeting scheduled for September 19, 2025? All board members in attendance confirmed their availability.

**VII. 65C SESSION AND AJUDICATORY SESSION**

**Action:**

At 10:08 AM, motion to move into the 65C and Adjudicatory Session meeting was made by Mr. Patrick Stapleton, seconded by Mr. Stephen Davis, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes.  
Absent: Dr. Malvika Varma.

**VIII. ADJOURNMENT SESSION**

**Action:**

At 10:09 AM motion to adjourn the August 22, 2025, General Session meeting was made by Mr. Patrick Stapleton, seconded by Ms. Carolyn Fenn, and was passed by roll call vote as follows: Ms. Kahoney Anderson: yes; Mr. Scott Brewer: yes; Mr. Stephen Davis: yes; Mr. Renato de Leon: yes; Mr. Babacar Diop: yes; Ms. Carolyn Fenn: yes; Mr. James Lomastro: yes; Sister Jacquelyn McCarthy: yes; Mr. Patrick Stapleton: yes; Mr. Pavel Terpelets: yes.  
Absent: Dr. Malvika Varma.

*Let the records show the meeting adjourned at 10:10 AM*

The next meeting of the Board of Registration of Nursing Home Administrators is scheduled for Friday, September 19, 2025, at 9:30 AM via Zoom Meetings.

Respectfully submitted by:

The Board of Registration of Nursing Home Administrators